



2600 Bull Street
Columbia, SC 29201-1708

Last Updated: September 16, 2004

PROCEDURES FOR LICENSING A COMMUNITY RESIDENTIAL CARE FACILITY (NEW OR EXISTING STRUCTURE)

These procedures will outline the steps you must follow for securing a license to establish, maintain, and operate a CRCF in South Carolina. We expect that when you follow the procedures and requirements described in the attached documents, the licensing of your facility will be made easier.

Failure to follow these procedures may result in delays that could cost you time and money, or otherwise prevent your facility from being licensed. The length of time it takes to obtain a license depends significantly upon the length of time it takes you to complete all of these procedures. All documentation that is subsequently submitted must be complete, accurate, and clearly identified by your name, the proposed facility name and location. Do not return the instruction portion of this packet with the exception of Enclosure D, the licensing application. That enclosure is to be submitted during Step 8 of the licensing process. Otherwise, keep all other attachments.

If you are currently licensed by this Department to operate a CRCF or other licensed health care facility or program, the facility or program must be in substantial compliance with statutory and regulatory standards before this office will consider issuing you a license to operate a new facility.

Should you have any questions or require additional information or assistance, please contact us by mail or phone (803) 545-4370.

DLG:JR:db

Enclosures: (Also located on Website at <http://www.scdhec.net/hr/licen/hlmemo1.htm>)

- A. Sequence of Events Leading to Licensure
- B. Obtaining Construction Plans for Review for CRCF
- C. Plan Review Checklist
- D. License Application
- E. Resident's Bill of Rights—English & Spanish
- F. Omnibus Adult Protection Act Notice
- G. List of Suggested Diet Manuals
- H. Walks and Ramp Specifications
- I. Garbage Container Platform/Wash Area Specifications
- J. Map & Directions to Health Regulation Offices
- K. Emergency Order
- L. Emergency/Disaster Plan Checklist
- M. Regional Boundary Map
- N. Criminal Background Checks for Direct Caregivers
- O. Regulation 61-84